

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
APO AE 09128

DIRECTIVE  
Number 64-2

19 Mar 98

**LOGISTICS AND TRANSPORTATION**

**Management of Nontactical Vehicles**

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\*1. **Summary**: To provide command policy and procedures pertaining to the control, supervision, and use of nontactical vehicles (NTV). Paragraphs or subparagraphs marked with an \* include new and or changed material.

2. **Applicability**. This directive is applicable to all security assistance organizations within the USCINCEUR area of responsibility (AOR).

\*3. **Internal Control Systems**. This directive contains internal control provisions and is subject to the requirements of the Internal Management Control Program. For HQ USEUCOM and Joint activities subordinate to HQ USEUCOM, the applicable internal control directive is ED 50-8.

\*4.. **Suggested Improvements**. ECJ4-IDS is the proponent for this Directive and suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ4-IDS, Unit 30400, Box 1000, APO AE 09128.

\*5. **References**. See Appendix A.

6. **Explanation of Terms**.

\* a. **Security Assistance Office**. The term Security Assistance Organization (SAO) encompasses all military elements, regardless of actual title, located in a foreign country with assigned responsibilities for carrying out security assistance management functions. Within the USEUCOM AOR, the following titles are used: Liaison Offices, Offices of Defense/Military Cooperation, and Security Assistance Augmented Defense Attaché offices.

\* b. **Utilization**. NTV utilization is the operation and use of an assigned vehicle. Government vehicles shall be used judiciously to ensure a proper balance between economic operation and adequate service which shall be in consideration of the best interest of the U. S. Government. Management procedures will be in place to measure the average and equitable use of all assigned vehicles.

7. **General Policy**.

a. The Chief of the SAO bears the final responsibility for the proper administration and operation of government vehicles assigned to his/her office. Supervision of this function may not be delegated; however the SAO Chief may appoint in writing an individual to serve as the SAO NTV Manager. All NTV resources will be organized and managed to ensure optimum responsiveness, efficiency, and economy in support of SA missions. Pursuant to reference a, NTVs selected for an individual task will be the one best suited by virtue of size, configuration, and economy of operation.

b. Government NTVs will be used for official business only. Official business is considered to be:

- (1) Use by U. S. Government personnel in the execution of Security Assistance duties.
- (2) Use for emergency medical transportation.
- (3) Essential transportation provided for morale, welfare, and recreation purposes as determined by the Chief of the organization when it is determined that failure to provide the transportation would have a detrimental effect on such programs. Family members are authorized to accompany the active duty sponsor provided space is available. Spouses and family members are not authorized to use or operate government NTVs unless specifically authorized as a benefit of Domicile-to-Duty service pursuant to reference a.
- (4) Use for other official functions such as providing transportation for official visitors as necessary for conduct of the official visit.

\* c. NTV use for all other purposes will be reimbursed at the individual's expense.

\* d. Unofficial business is considered to be:

(1) Domicile-to-Duty (D-T-D) Services. Section 638a(c)(2) of title 31 U.S. Code, provides that official purposes shall not include transportation between domiciles and places of employment. The use of government NTVs for D-T-D transportation is not authorized except where specifically granted in writing by the Commander, U.S. European Command pursuant to reference a. CINCEUR delegated this authority to the Deputy Commander, European Command. HQ USEUCOM ECSM is the proponent for D-T-D issues and policies, and processes all D-T-D requests. Pursuant to reference e, requests for D-T-D service should be limited to cases where a clear and present danger of terrorist activities exists, and when furnishing government transportation would provide protection not otherwise available.

(2) Functions which are primarily social and unofficial in nature.

(3) Personal Business. SAOs are prohibited from using government NTVs to conduct personal business or engaging in other activities of a personal nature.

f. Government NTVs will not be employed when adequate and economical commercial transportation facilities are or can be made available, except in cases of military necessity as determined by the SAO Chief or his designated representative.

\* g. Dispatch of government NTVs will be in accordance with AR 58-1 and DA PAM 738-750. The DD Form 1970, Motor Equipment Utilization Record is the required dispatching form. Exceptions for the use of alternative dispatching forms must be approved by ECJ4-IDS.

## 8. Responsibility.

\* a. **The Department of the Army (DOA):** The DOA is the executive agent for the European Unified Command, and is responsible agent for all NTVs used in the administrative support activities of the SAO in USCINCEUR's AOR.

\* b. **The Defense Security Assistance Agency, (DSAA):** DSAA is established as a separate Department of Defense agency and functions as HQ USEUCOM's point of contact for security assistance planning, policies, programs, and funding. Among these responsibilities are procurement of NTVs to fill existing shortages, replacement of NTVs exceeding retirement criteria, NTV supply and maintenance support, and NTV inventory management.

\* c. **HQ USEUCOM ECJ4** is responsible for:

(1) Serving as the executive agent for establishing guidance IAW the regulations listed in Appendix A of this directive.

(2) Exercising management and technical supervision, developing policy guidance and procedures, and providing training, as necessary, to ensure effective and efficient administration over the operation, maintenance, procurement and use of motor vehicles.

(3) Establishing standards for maintaining adequate records for inventory requirements, authorization, distribution, operation, use, maintenance, and cost performance reporting.

(4) Coordinating with USEUCOM ECSM to validate requests for domicile-to-duty authorizations.

\* d. **Chief, SAO** is responsible for:

(1) Preparing local implementing directives to ensure compliance of policies commensurate with this directive. As a minimum, ODC Chief will ensure the development of an NTV Standing Operating Procedure (SOP), applicable to his/her SAO. Differences in the missions of SA Organizations, and the geographic layout and location of installations and facilities prevent complete uniformity in operating procedures. Listed below are the minimum essential elements to be included in the NTV SOP:

- (a) Authorized Uses.
  - (1) Official and Unofficial.
  - (2) Domicile-to-Duty Restrictions.
  - (3) Policy for Pre- and Post-Duty Hours Usage
- (b) Local Operator Licensing Requirements.
- (c) Dispatching Procedures.
- (d) Maintenance and Repair Procedures, both operator and dealer-level maintenance.
- (e) Fueling Procedures, i.e., procedures for the use of gas credit cards, fuel coupons, embassy motor pool, etc.
- (f) NTV Procurement (Security Assistance Funded) Procedures.
- (g) NTV Leasing (Other Procurement Army Funded) Procedures.
- (h) Accountability and Security Requirements.
- (i) NTV Registration, Licensing, Insurance, and Inspection Requirements.
- (j) NTV Disposal Procedures.
- (k) Reporting Requirements.

(2) Forwarding copies of organizational SOPs and implementing directives to HQ USEUCOM, ATTN: ECJ4-IDS.

(3) Programming sufficient Security Assistance funds for the acquisition, operation, maintenance, repair and disposal of all SA funded NTVs, and, if required, for the leasing of OMA funded NTVs.

(4) Ensuring compliance of ED 25-9 for all nontactical armored vehicle actions.

(5) Conducting the NTV internal audit IAW command inspection program guidelines.

## 9. **Procedures.**

\* a. **Accountability and Security.**

(1) Accountability. Each SAO Chief will ensure proper and complete accountability of all assigned NTVs. Inclusive of this responsibility is to ensure assigned NTVs are limited to the minimum number required for operational mission needs, and to ensure all assigned NTVs are authorized by the JTA. NTVs are nonexpendable property items and are required to be managed by formal property accounting procedures. IAW AR 710-2, nonexpendable property will be managed as a property book item using the DA Form 3328 (Property Record), and the DA Form 2062 (Hand Receipt). For SAOs authorized to use the automated property accounting system (APAS), property managers will use the automated version of the DA Form 3328 associated with that program. SAO Chiefs, or his/her designated representative, will use inventory measures as a means to periodically check NTV accountability. Inventory requirements are outlined in paragraph 9c of this directive.

(2) Security. IAW AR 710-2, Chapter 1, all government employees will properly use, care for, and safeguard all government property.. IAW reference e, NTVs will be garaged or parked on the installation where assigned. SAO Chiefs will coordinate with the supporting American Embassy to determine vehicle security requirements, and if required, for secure vehicle parking and/or garage support NTVs will not be parked in domicile areas or at the home of the user unless specifically authorized D-T-D services pursuant to reference a. When adequate secure vehicle parking support is unavailable, or the operating hours of the American Embassy's motor pool does not meet SAO mission requirements, the SAO Chief, or his/her designated representative will identify this shortfall to HQ USEUCOM ECJ4-IDS/MS.

b. NTV Procurement Procedures.

\*(1) Guidelines. NTV procurements are for replacement purposes only. Unless sepcifically authorized by HQ USEUCOM ECJ4, SAOs are not authorized to purchase NTVs excess to current JTA authorization. SAOs will process procurement actions only to replace currently assigned and authorized NTVs. IAW the Foreign Service Act, Section 636(I) of 1981, and the Arms Export Control Act (AECA), Section 42(C), (also known as the "Buy American Act"), SAOs are not authorized to purchase foreign indigenous manufactured NTVs. Exceptions to this regulation requires approval from HQ USEUCOM and from the Director of DSAA. All requests to purchase a foreign indigenous manufactured NTV will be forwarded to HQ USEUCOM ECJ4 prior to obligation of funds. An approval to procure a foreign indigenous manufactured NTV does not constitute a blanket approval to purchase multiple foreign indigenous manufactured NTVs. Approval to purchase foreign indigenous manufactured NTVs are based on the following

(a) Situations where maintaining a low profile and blending into the daily traffic becomes prudent security and antiterrorism measures. In most cases, D-T-D services are a prerequisite and require prior coordination with HQ USEUCOM ECSM.

(b) Maintenance and repair facilities are inadequate or not available to service and/or repair American manufactured vehicles.

(c) NTV equity between all assigned American Embassy Agencies facilitates economical and timely maintenance . Normally, NTV support is coordinated through the American Embassy Motor pool. Therefore, a common NTV fleet among all supported agencies minimizes the need to maintain a large stock of repair parts or mechanics.

(d) Unified Command supports and approves the SAO's request for a foreign indigenous manufactured NTV.

(2) Authorization.

(a) All NTVs will be authorized by a current Joint Table of Allowances (JTA).

(b) Increases in NTV authorizations must be approved by USEUCOM ECJ4-IDS, and must be justified by an expansion in SAO mission requirements. However, SAOs will seek approval for NTV leasing to accomodate temporary peaks in work loads, special events, or in cases of emergencies. **See Appendix B for a sample memorandum requesting authorization to increase an NTV authorization.**

\*(3) Replacement.

\*(a) Criteria. IAW reference e, determination for retirement or replacement of commercial design NTVs is based on three criteria: age (10 years), mileage (90,000 miles), or cost of repairs (repair costs limited to 10 percent of the current acquisition cost). USEUCOM ECJ4-IDS has the authority to approve a request for a waiver for any one of the three criteria. However, DSAA reserves approval authority for requests for waivers of two or more criteria. As long as the NTV is operationally safe and economical to maintain, SAOs are encouraged to retain assigned NTVs, even if they have surpassed any or all of the authorized replacement criteria.

\*(b) Procurement.

((1)) Funding. Funding for NTV procurements is divided into two funding sources: Security Assistance (SA) Funds (T-20) and Operations Maintenance, Army (OMA) funds, (BA 44). SAOs are prohibited from using SA funds to replace OMA-funded NTVs. Leasing is currently the only option available to replace OMA-funded NTV requirements.

((2)) Lease. SAOs are authorized to lease NTVs to satisfy peak-loads or unusual, or emergency requirements. Leasing is justified when other means of government or public transportation are not available or suitable.

((3)) Procedures. All requests for NTV procurements will be submitted in memorandum format for approval by HQ USEUCOM ECJ4-IDS, prior to the obligation of funds. Each request must include the registration number, vehicle identification number, type, make and model, year of manufacture, mileage, and funding source of the NTV being replaced. Additionally, state whether or not the NTV requires a waiver of any one of the three replacement criteria. All new NTV procurements will be by competitive bidding. Upon ECJ4's approval to purchase an NTV, the SAO will prepare a Purchase Request and Commitment (PRC) DA Form 3953, or other Embassy approved procurement requisition documents, and process the request through the supporting Embassy's GSO. This will facilitate procurement IAW Federal Acquisition Regulations. SAOs are not authorized to direct contract for NTV procurements, or for any other purchases outside the limits imposed by the regulations governing the International Merchant Procurement Authorization Card (IMPAC). SAOs are authorized and encouraged to seek trade-in credit on the NTV being replaced. **See Appendix C for a sample memorandum requesting approval to procure a replacement NTV.**

\*c. Inventory Requirements.

\*(1) Guidelines. References 2d and e outline NTV inventory reporting requirements. All NTVs require formal property book accounting procedures and will be inventoried IAW AR 710-2, Chapter 2.

\*(2) Report all HAV/LAV changes and inventories IAW ED 25-9, and Force Protection Operations Order (TBP).

\*d. Redistribution/Disposal.

\*(1) Guidelines. All requests for redistribution or disposal of an SAO NTV will be submitted in memorandum format to HQ USEUCOM ECJ4-IDS. **See Appendix D for memorandum format for requesting NTV disposition instructions**

\*(2) HQ USEUCOM ECJ4 will provide the SAO with one of the following four disposition instructions:

- (a) transfer the NTV to the supporting Embassy for auction at the next Embassy GSO sale
- (b) transfer the NTV to the supporting Embassy GSO had have it negotiated for trade-in value in the contract for replacement
- (c) prepare the NTV for turn-in at a supporting Defense Reutilization Marketing Office (DRMO)
- (d) prepare lateral transfer documents (DA Form 3161) transferring the NTV to the organization as designated by USEUCOM ECJ4-IDS.

\*e. Dispatching Requirements.

\*(1) Guidelines. The SAO chief is required to appoint a responsible person to the duties as dispatcher. **See Appendix E for a sample duty appointment letter.** Dispatching is the method by which the SAO Chief controls the use of NTVs. However, allowing NTVs to be used carries with it the responsibility for both the NTV and the operator's safety. SAO Chiefs must make sure that dispatching procedures are understood and followed.

\*(2) Dispatcher Duties. The dispatcher will:

- (a) fill requests for NTV uses.
- (b) check to verify the NTV operator is licensed and authorized to use the NTV.
- (c) issue and receive appropriate dispatching forms, (DD Form 1970), or other alternative forms as approved by HQ USEUCOM ECJ4-IDS.
- (d) verify the completeness and accuracy of the dispatch form.
- (e) make sure equipment faults are reported to maintenance personnel.
- (f) report any differences in stated and actual destinations or missions.
- (g) note any services done during the dispatch of the NTV.
- (h) develop a cyclic maintenance program for tracking and scheduling operator-level and dealer-level (also called depot level) maintenance.
- (i) maintaining historical files tracking vehicle authorizations, vehicle usage in miles, fuel types used, fuel usage in gallons, fuel costs, direct maintenance costs, and indirect maintenance costs.

\*f. Maintenance Management.

(1) Guidelines. All SAO personnel will operate and maintain assigned NTVs in a safe and serviceable condition. Maintenance of SAO NTVs are divided into the following four categories:

(a) Operator Inspection and Service. Consists of inspecting and detecting vehicle malfunctions that make the unit unsafe or unserviceable. Operator service includes minor or simple parts replacement (wiper blades, fuses, light bulbs, valve caps, etc.) and servicing (water, fuel, air, tires, and battery) as specified by the owner's manual.

(b) Scheduled inspection and services. Consists of maintenance and services provided by qualified automotive inspectors at the servicing motor pool, dealership, or vehicle factory. Maintenance and services include annual safety inspections, and a 12,000 mile or annual serviceability inspections, whichever come first. **(See Appendix F for Motor Vehicle Safety Inspection Checklist)**

(c) Unscheduled Maintenance and Services. Consists of actions taken to correct deficiencies that occur between scheduled safety inspections or other inspections and services as prescribed by the manufacturer. Unscheduled maintenance will be limited to items reported deficient and those which effect safety.

(d) Preventive Maintenance. IAW Section 10 Executive Order 12759, each SAO will give special attention to the following steps to ensure vehicles are maintained in a fuel efficient manner:

- ((1)) Maintain clean fuel and air filters.
- ((2)) Maintain clean fuel injection system.
- ((3)) Use of a multi-grade, energy conserving engine oil of the lowest viscosity recommended by the vehicle manufacturer and based on the lowest temperature for the period the oil is in the engine.
- ((4)) Maintain wheel alignment and tire pressure as recommended by the vehicle manufacturer.

(2) Maintenance Support. Each SAO will coordinate through the supporting American Embassy for host-tenant maintenance support. To the fullest extent possible, SAOs will use commercial maintenance support as a last resort.

\*g. Accident Prevention, Reporting, and Investigations

(1) Guidelines. DOD Instruction 6055.7 (reference d, Appendix A) requires all accidents involving DoD vehicles be reported. All accidents and incidents, including occupational illnesses and injuries, regardless of how minor, occurring to SAO personnel or property are reportable to HQ USEUCOM ECJ4-IDS. Persons involved in or aware of an accident will promptly report it to the SAO Chief or supervisor directly responsible for the operation, materiel, or person(s) involved. All accidents will be reported to HQ USEUCOM ECJ4-IDS, as soon as possible, but not later than 72 hours after the accident has occurred.

(2) Accidents which involve major damage (i.e., the vehicle can not be driven from the scene of the accident), or injury to passenger(s) of either the vehicle, or to pedestrians, will be telephonically reported to HQ USEUCOM ECJ4. The SAO Chief, or his/her designate representative will ensure the personnel involved in the accident complete the DA Form 285 (U.S. Army Accident Report) **See Appendix G for instructions for completing DA Form 285 and format for telephonic accident reporting checklist. .**

(3) Safety and Accident Prevention. Each SAO will develop safety and accident prevention programs for the safe operation of DoD NTVs. Programs developed will be specific in nature, include written guidelines for the safe operation of NTVs, and widely distributed so that all SAO NTV operators are knowledgeable of recognized safety and accident prevention practices. Guidance must include provisions for the mandatory use of seat belts, and as a minimum, a prohibition against smoking in all government owned and leased NTVs.

(4) Investigations. Each SAO Chief will direct an investigation of each accident involving a DoD owned or leased NTV, and determinate the cause(s) and surrounding circumstances, including how the accident could have been prevented. IAW DOD Directive 7200.11, (reference e), NTV accident investigation reports may be used to document an inquiry to determine the facts and circumstances leading to the loss, damage, or destruction of Government property, e.g., an NTV.

\*h. Management Forms.

\*(1) HQ USEUCOM ECJ4 is required to monitor official and unofficial uses, operating and maintenance costs, and replacement requirements for all assigned SAO NTVs. Therefore, each SAO is required to submit to HQ USEUCOM ECJ4-IDS a Nontactical Vehicle Usage Report. The report consists of two parts: Part one of the report consists of the Standard Form 82, and part two consists of the vehicle identification information. The reporting period begins 1 October and ends 30 September of the following year, and is due 30 calendar days following the end of the fiscal year. **See Appendix H for the SF 82 with instructions, and for the vehicle identification format.**

\*(2) Each SAO are required to use the following forms in the execution internal NTV Management.

\*(a) Motor Equipment Utilization ( DD Form 1970). The DD Form 1970 is the USEUCOM standard form for controlling the use and operating time of nontactical vehicles. This form will also be used to document mileage, destinations, frequency of use, and any preventive maintenance measures, or fuel added during the course of vehicle operation.. Requests for an exception to use an alternative dispatching form will be forwarded to HQ USEUCOM ECJ4-IDS. The request will include a copy of the form intended for use in lieu of the DD Form 1970, and a justification as to why this form better suits your mission requirements. The vehicle dispatcher is required to maintain a historical file containing the current year and the previous year's DD Form 1970s. **See Appendix I for instructions for completing the DD Form 1970, a sample DD Form 1970, and for a blank DD Form 1970)**

\*(b) Organizational Control Record for Equipment, (DA Form 2401). The DA Form 2401 will be used to track who is using the NTV, where the NTV is, and when the NTV is expected to return. It provides the SAO Chief with a record of operators and location of NTV on dispatch or in use. The Organizational Dispatcher will maintain historical logs of all DA Form 2401s for a period of one year beginning 1 October and ending 30 September of the following year. **See Appendix J for instructions for completing this form.**

\*(c) Equipment Inspection and Maintenance Worksheet, (DA Form 2404). The DA Form 2404 is used to record faults found during an operator's pre-inspection, and as a record for an Estimated Cost of Damage Report. The form will be used by personnel performing inspections, maintenance services,

diagnostic checks, technical inspections, and Preventive Maintenance Checks and Services (PMCS). See Appendix F for instructions for preparing the DA Form 2404. The dispatcher may destroy the DA Form 2404 when all vehicle deficiencies have been corrected. **See Appendix K for instructions for completing this form.**

(d) Maintenance Request Register, (DA Form 2405). The DA Form 2405 is a maintenance management record, and identifies all open maintenance requests. The Organizational Dispatcher will maintain a historical file of all DA Form 2405 for a period of one year beginning 1 October and ending 30 September of the following year. All open maintenance requests will be brought forward to the new fiscal year and tracked until the maintenance work order is complete. **See Appendix L for instruction for completing this form.**

(e) Equipment Maintenance Log (Consolidated), (DA Form 2409). The DA Form 2409 provides a maintenance history of assigned NTVs and provides a means for tracking NTV maintenance costs. The Organizational Dispatcher will maintain a historical file of all DA Form 2409 for a period of one year beginning 1 October and ending 30 September of the following year. **See Appendix M for instructions for completing this form.**

(f) Fuel Coupon and/or Credit Cards Register. IAW AR 710-2-1, Chapter 4, paragraph 4-25, all fuel coupons and fuel credit cards are considered negotiable media and requires formal property accounting procedures. Each SAO will develop a control log to track, account for, and document fuel expenditures. The register needs to be detailed enough to document annual fuel costs and amount of fuel consumed in gallons by fuel types, ( i.e. leaded or unleaded gasoline, diesel, etc.). **See Appendix N for DA Form 4702-R, Quarterly Gas Coupon Accounting Summary, a Sample Fuel Coupon Issue Record, and a Fuel Coupon Log** The property manager will reconcile this information monthly with the fiscal resource manager to ensure no discrepancies. The NTV Manager will use the monthly cumulative totals to complete the information required on the annual SF 82 Report.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DAVID L. BENTON III  
Lieutenant General, USA  
Chief of Staff

SUSAN M. MEYER  
LTC, USA  
Adjutant General

DISTRIBUTION:  
P

Appendixes

A - References  
B - Format for



**APPENDIX A****REFERENCES**

- a. DoD Regulation 4500.36-R, OPNAVINST 11240.8G, Management, Acquisition and Use of Motor Vehicles, dated March 1994
- b. DoD Directive C-4500.51, DoD Nontactical Armored Vehicle Policy (U) (C).
- c. DoD Instruction 6055.7, Mishap Investigation, Reporting, and Record Keeping, April 10, 1989.
- d. DoD Directive 7200.11, Liability for Government Property Lost, damaged, or Destroyed, dated 26 October 1993.
- e. DoD Directive 1015.6, Funding of Morale, Welfare, and Recreation Programs, dated August
- f. AR 1-75, OPNAVINST 4900.31G, AFR 400-45, Administration and Logistical Support of Oversea Security Assistance Organizations (SAOs), dated 10 October 1989.
- g. C 1, AR 58-1, Management, Acquisition, and Use of Administrative Use Motor Vehicles, dated 1 March 1981.
- h. AR 385-40, Accident Reporting and Records, dated 1 April 1987.
- i. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, dated 28 February 1994
- j. AR 735-5, Policies and Procedures for Property Accountability, dated 28 February 1994
- k. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures, dated 28 February 1994
- l. DA PAM 738-750, The Army Maintenance Management System (TAMMS), Maintenance Update 13, dated 27 September 1991.
- m. ED 25-9, Nontactical Armored Vehicle Program (U) (C).
- n. ED 90-6, Administration of Security Assistance Organizations (SAO), dated 24 Aug 1994.
- o. USAREUR Regulation 58-1, Management, Acquisition, and Use of Administrative Use of Nontactical Vehicles, dated April 1993.
- p. TM 38-600, Management of Administrative Use Motor Vehicles.

**APPENDIX B**

Format for a Request for Authority to Increase Nontactical Vehicle JTA Authorization

(Letterhead)

(SAO Office Symbol)

(DATE)

MEMORANDUM FOR Headquarters, United States European Command ATTN: ECJ4-IDS, Unit 30400,  
Box 1000, APO AE 09128

SUBJECT: Request Authority to Increase Nontactical Vehicle (NTV) JTA Authorization

1. Request authority to increase NTV JTA authorizations as follows:
  - a. Vehicle Category (Sedan/Station Wagon, Van, Ambulance, Bus, 4X2, or 4X4)
  - b. JTA Line Number associated with item 1a.
  - c. Vehicle Type, Make and Model of the NTV to be purchased.
  - d. Funding Source (SA or OMA)
  - e. State whether or not the NTV will be lightly armored (LAV) or heavily armored (HAV)
  - f. State whether or not your current operating budget is sufficient to make the NTV purchase. If not, attach a request for the NTV purchase to be considered in the Unfinanced Requirement (UFR) process.
2. Justification. (State the circumstances necessitating the increase in NTV authorization).
3. (Impact statement if this request is disapproved.)
4. (POC for the request with commercial phone and fax number and email address.)

Encl(s)

(SAO Chief Signature Block)

**APPENDIX C**

**Format for Nontactical Vehicle Procurement**

(Letterhead)

(SAO Office Symbol)

(DATE)

MEMORANDUM FOR Headquarters, United States European Command ATTN: ECJ4-IDS, Unit 30400,  
Box 1000, APO AE 09128

SUBJECT: Request for Authorization to Purchase a Nontactical Vehicle (NTV)

1. Request authorization to purchase an NTV to replace the following vehicle authorization:
  - a. JTA Line Number (the LIN as it appears on the JTA and the property record DA Form 3328)
  - b. Registration Number
  - c. Vehicle Identification Number
  - d. Vehicle Type, Make and Model
  - e. Year the Vehicle was Manufacture
  - f. Current Mileage in miles
  - g. Funding Source (SA or OMA)
  - h. State whether or not the NTV is lightly armored (LAV) or heavily armored (HAV)
  - i. State whether or not your current operating budget is sufficient to make the NTV purchase. If not, attach a request for the NTV purchase to be considered in the Unfinanced Requirement (UFR) process. See format in Appendix B, page B-2.
  - j. Attach a copy of the Purchase Request and Commitment (PRC), DA Form 3953 or other forms as required by the servicing Embassy General Services Officer.
2. IAW ED 64-2, paragraph 9b(3)(a), this request (does/does not) require a waiver for (mileage, age, or cost of repair).
3. The SAO Chief or his/her designated representative has verified the NTV is authorized by the JTA and mission support requirements dictate the need for a replacement NTV.
4. (Impact statement if this request is disapproved.)
5. (POC for the request with commercial phone and fax number)

Encl(s)

(SAO Chief Signature Block)

**APPENDIX D**

Format for Nontactical Vehicle Disposition Instructions

(Letterhead)

(SAO Office Symbol)

(DATE)

MEMORANDUM FOR Headquarters, United States European Command ATTN: ECJ4-IDS, Unit 30400,  
Box 1000, APO AE 09128

SUBJECT: Request for Nontactical Vehicle (NTV) Disposition Instructions

1. Request authorization to dispose of the following NTV:
  - a. JTA Line Number (the LIN as it appears on the JTA and the property record DA Form 3328)
  - b. Registration Number
  - c. Vehicle Identification Number
  - d. Vehicle Type, Make and Model
  - e. Year the Vehicle was Manufacture
  - f. Current Mileage in miles
  - g. Funding Source (SA or OMA)
  - h. State whether or not the NTV is lightly armored (LAV) or heavily armored (HAV)
  - i. State whether or not your current operating budget is sufficient to replace the NTV. If not, state whether or not a an unfinanced requirement is submitted to replace the NTV.
2. Reference disposal criteria as outlined in paragraph 9b(3)(a) of ED 64-2, this request (does/does not) require a waiver for (mileage, age, or cost of repair).
3. The SAO Chief or his/her designated representative has verified the NTV is authorized by the JTA and mission support requirements dictate the need for a replacement NTV.
4. (Impact statement if this request is disapproved.)
5. (POC for the request with commercial phone and fax number)

Encl(s)

(SAO Chief Signature Block)

**APPENDIX E**

Format for Appointment Order as SAO NTV Dispatcher

ECJ4-ID (710)

(DATE)

MEMORANDUM FOR (Individual's Name), SAO (Country), SAO Address

SUBJECT: Additional Duty Appointment

1. Effective this date you are appointed as Nontactical Vehicle Dispatcher for vehicle(s) assigned to SAO (Country Name), Unit Identification Code (UIC): \_\_\_\_\_.
2. Period: Indefinite.
3. Authority: AR 735-5, AR 710-2, DA PAM 710-2-1, and DA Pam 738-750.
4. Special Instructions:
  - a. You are responsible and accountable for all property assigned and/or on loan to SAO, Kiev.
  - b. NTV authorizations are limited to those approved by the Joint Table of Allowances.

(Signature Block, Chief of SAO)

**Appendix F**

Motor Vehicle Safety Inspection Checklist

**APPENDIX G**

U.S. Army Accident Report  
DA Form 285